

Code: 0192
Administrative Service
Clerical, Accounting and General Office Group
Accounting and Finance Series

CLASS TITLE: **Auditor II**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs fully functional professional auditing duties at the intermediate level where the position works independently on moderately complex auditing assignments and conducts out of area audits under the guidance of senior level auditors; and performs related duties as required. These positions require one year of professional auditing experience and primarily audit moderate size businesses with many tax obligations, or audit delegate agencies with moderately complex contracts.

ESSENTIAL DUTIES: Examines detailed accounting records and computerized ledgers requiring in-depth analysis of fiscal and operational practices to determine compliance with generally accepted accounting principles, the municipal tax ordinance and funding agency and contract specifications; interprets tax ordinances, contract specifications and reporting requirements to business managers and delegate agency personnel; reviews moderately complex tax returns, invoices and related business documents to determine the tax liability of business establishments; audits invoices, journals and bank statements of delegate agencies to ensure compliance with funding source and contract requirements and recommends corrective action for contract violations; computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance; organizes financial data and prepares computerized spreadsheets and analyses of data; prepares summaries of audit findings for inclusion on comprehensive reports.

RELATED DUTIES: May participate in special audit investigations and in the preparation of related reports; assists auditors in gathering financial records and explaining related procedures to businesses and delegates agencies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting supplemented by one year of professional auditing experience is required.

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CLASS TITLE: **Auditor II (Cont'd)**

A valid State of Illinois driver's license is required. Must have the

permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Good knowledge of generally accepted accounting principles. Good knowledge of auditing techniques. Good knowledge of financial management and auditing principles. Good knowledge of financial report preparation. Good knowledge of financial software.

Ability to apply auditing principles. Ability to audit and analyze moderately complex financial data and prepare segments of audit reports. Ability to use computerized spreadsheets. Ability to travel out of state on audit assignments.

Working skill in the application of generally accepted accounting principles. Good auditing skills. Good business math skills. Good analytical skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: May, 2008)